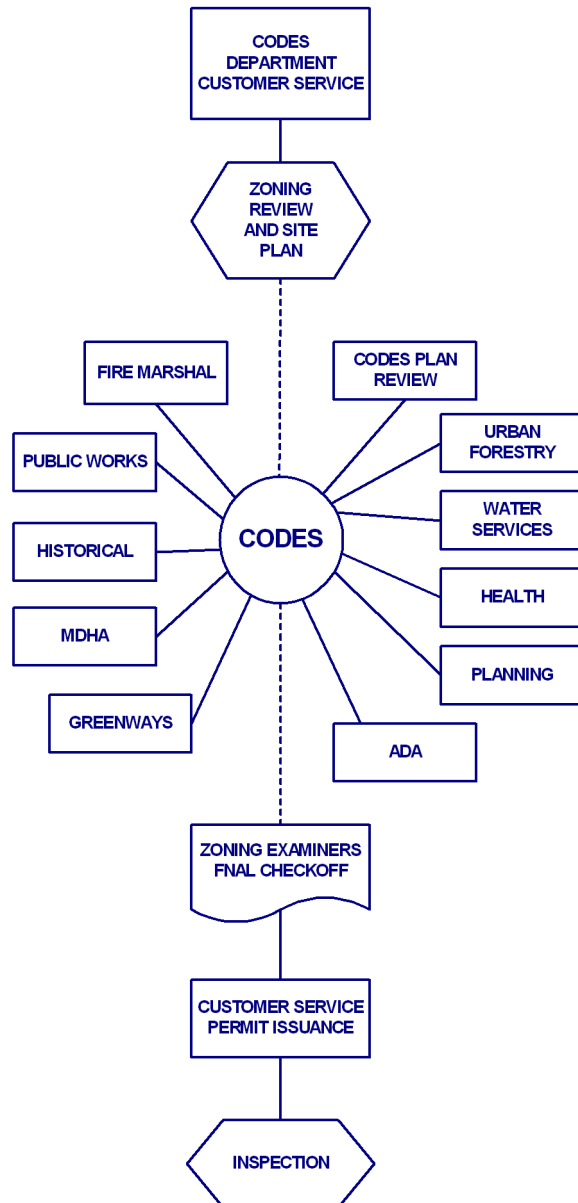


**ONE STOP SHOP FOR BUILDING
PERMITS
DEPARTMENT OF CODES
ADMINISTRATION**



**ONE STOP SHOP
TELEPHONE NUMBERS**

| | |
|-----------------------------|--------------|
| PERMITS | 615-862-6517 |
| ZONING REVIEW | 615-862-6510 |
| PLAN REVIEW | 615-862-6540 |
| URBAN FORESTRY | 615-862-6488 |
| FIRE MARSHAL PLAN REVIEW | 615-862-6613 |
| WATER SERVICES | 615-862-7227 |
| PUBLIC WORKS | 615-862-6038 |
| PLANNING COMM. | 615-862-7190 |
| HISTORICAL COMM. | 615-862-7970 |
| M.D.H.A. | 615-252-8410 |
| HEALTH DEPT. | 615-340-5644 |
| GREENWAYS (PARKS) | 615-862-8401 |
| A.D.A. | 615-862-8744 |

Metro Nashville Government of Nashville and
Davidson County

Department of Codes Administration
Metro Office Building—3rd Floor
800 2nd Avenue, South
P. O. Box 196350
Nashville, Tennessee 37219-6350
(615) 862-6500

Business Hours 7:30 A.M. to 4:00 P.M.
Monday through Friday

Visit our Website at www.nashville.gov/codes

**ONE STOP SHOP
FOR BUILDING
PERMITS**



**METROPOLITAN
NASHVILLE & DAVIDSON
COUNTY
CODES DEPARTMENT**

JOHN COOPER, MAYOR

ONE STOP SHOP FOR BUILDING PERMITS.....

Because the Department of Codes and Building Safety is vested with the authority and duty to administer the Metro Zoning Code, as well as the Building Code – it is quite natural for the Codes Department to function as an *"umbrella"* agency administering the building permit process.

The building code vests the Department of Codes and Building Safety with the authority and duty to issue two very important pieces of paper -- the Building Permit, and the Use & Occupancy Certificate.

The various Metro departments and agencies, with an interest in the permit process (Public Works, Water Services, Fire Marshal, Health Department, Historical Commission, Planning Commission, MDHA and others) have been electronically *'linked up'* through a common computer program and a common database to facilitate processing of applications for permits. This process is commonly referred to as *'permit tracking'*.



The permit tracking process begins with an 'Application for Building Permit' and ends with the issuance of a 'Building Permit'. The 'inspection tracking process' begins with the issuance of a 'Building Permit' and ends with the issuance of a 'Use & Occupancy Certificate'.

Upon application for a Building Permit, a Zoning Examiner with the Department of Codes Administration first reviews and examines the application and the site plan for compliance with the Metro Zoning Code.



The Zoning Examiner also functions as the applicant's customer service representative – answering questions, giving advice and generally guiding an applicant through the process until ready for the permit to be issued

Based upon the scope of the project being applied for the Zoning Examiner will also review such things as contractor licensing credentials and will determine and assign the application to other Metro departments and agencies for review and approval prior to issuance. A print out of the agencies and sign-offs needed is prepared and presented to each applicant as a guide through the permit process. The Zoning Examiner also functions as the applicant's customer service representative – answering questions, giving advice and generally guiding an applicant through the process.

For customer convenience - departments which have the greatest input into the permit process have located *"outposts"* at the offices of the Department of Codes Administration, or are located *'on campus'* at the Metro Howard Office complex. They are: Codes Plan Review, Urban Forestry, Fire Marshal Plan Review, Water Services (Permits, Storm Water & Cross-Connection Divisions), and the Planning Department at the Metro Office Building—800 2nd Avenue South, Nashville, Tennessee.

Thus, the *"One Stop Shop"* for building permits was created.

So, how are we doing? More than 80% of all permits issued by the Codes Department are issued during a single visit to our offices.

Upon issuance of a Building Permit, the information obtained through review by the various Metro Agencies, is used to establish the 'inspection tracking' system to guide the permit holder through the construction and inspection process. A print out is prepared and issued with each Building Permit, which lists all the Metro Departments and agencies, which must inspect and approve the project prior to the issuance of a Use & Occupancy Certificate.

For customer convenience and to more efficiently facilitate the delivery of services in processing applications for building permits -- departments, which have the greatest input into the permit process, have located *"outposts"* at the offices of the Department of Codes and Building Safety, are located *'on campus'* at the Metro Howard Office complex....in the Metro Office Building—800 2nd Avenue South, Nashville, Tennessee.

It is through the permit tracking and inspection tracking systems that Metro departments and agencies freely share information and access to the permit and inspection processes, administered by the Department of Codes and Building Safety.

